

TO BE PUBLISHED AS

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2. ARCHIVAL ADMINISTRATION. This paragraph provides for a continuing Agency Archival Program to identify, control, and protect permanently valuable records from their creation or receipt, and prescribes policies and responsibilities for effectively carrying out the program.

a. ARCHIVAL RECORDS DEFINED. For the purpose of this paragraph Archival records are defined as: any book, paper, map, photograph, film, recording, or other document or material regardless of physical form or characteristic, created or received by any part of the Central Intelligence Agency pursuant to Federal law or in connection with the transaction of public business and preserved permanently by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, decisions, procedures, financial or legal transactions, operations, or other activities or because of the historical research or informational value of data contained therein.

"Archives", "Permanent Records" and "Archival Record Material"

may be used interchangeably. ^{2, a} COMMENT: This reads like the definition of a record, not an archival record. It does not help us decide what an archival record is. It simply says that anything CIA preserves permanently is an archival record. My problem is "What should we preserve permanently?"

STAT

This definition does not seem to help.)

b. ARCHIVAL PROGRAM. The Archival Program consists of the elements listed and described below:

(1) Records Retention Plans - The identification, appraisal, and listing, within "Office-of-Record" responsibility, all records worthy of permanent retention. ☐ STAT

COMMENT: Is this really a good definition of a retention plan? Does it only deal with permanent retention? Does it include appraisal - I thought appraisal was a function of the Archivist?)

(2) Archival Record Selection - Only those records selected and identified in a Records Retention Plan will be accepted into the Agency Archives. ☐ 262 COMMENT: Retention plans deal with "categories" of records don't they? I thought "selection" and "appraisal" had to be done in terms of individual documents.) STAT

(3) Archival Arrangement - The records will be arranged and indexed in such a manner as to facilitate timely and thorough research reference service.

(4) Repair and Preservation - Torn or damaged records will be restored by use of such methods as silk-screening or laminating. Those records in danger of deterioration will be preserved by microfilming. ☐ 264 COMMENT: Does micro-film preservation imply that the document will be thrown away? Documents will be preserved by some other means won't they? Isn't microfilming done so the document itself can be preserved and the film used by researchers to prevent damage to the document?) STAT

c. POLICIES. The Agency Archival Program shall be ~~administered~~
~~on a decentralized/basis through/programs~~ governed by the
following policies:

(2c)
[] COMMENT: Let's not emphasize decentralization)

(1) Records shall be made and preserved to provide adequate
and proper documentation of the organization, functions,
policies, decisions, procedures, and essential trans-
actions of the Agency both at Headquarters and in the
Field. (2c1)
[] COMMENT: Made and preserved by whom?)

(2) Measures shall be taken to ensure that essential records
are created and maintained by the most efficient and
economical methods to permit their movement into the
custody and control of the Agency Archives.

(2c2)
[] COMMENT: Measures shall be taken by whom?
and what measures?)

(3) Measures shall be taken to ensure that temporarily
valuable records are not intermixed with the permanently
valuable records. (2c3)
[] COMMENTS: Who takes these
measures and how does anyone know whether they have been
taken or not? Who has responsibility and authority for
ensuring that they are taken and what does he do if they
aren't? What measures are we talking about? Shouldn't
we spell them out somewhere?)

- (4) The Agency Archives shall be a facility for storing, processing, controlling, and servicing the archival records of the Agency and its legitimate predecessor or successor organizations. The Agency Archives shall be compartmented and controlled in such a manner that the defense classification or sensitivity requirements of the office transmitting the records are honored.

STAT ⁽²⁰⁴⁾ COMMENT: Implies a separate facility - How long are special requirements to be honored - for all time? Periodic review? Do we want to give the components total and final authority for this? Don't we get into same old bind of having to accept everything everybody gives us without challenge? Is this what we want?)

- (5) Records Retention Plans shall be developed to identify records of permanent value, and to provide the basis for periodic transmittal of noncurrent records from office space and filing equipment to more economical storage in the Agency Archives. These Retention Plans shall be maintained in a current status.

STAT ⁽²⁰⁵⁾ COMMENT: Developed by whom? Don't retention plans relate to records and records schedules as well as archives? Do records go direct from offices to Archives? Always? Don't they pass through Records Center? Aren't Archives supposed to be limited to lesser activity items? Shouldn't they be in Records Center until activity declines?)

d. RESPONSIBILITIES.

(1) The CIA Archivist -- The CIA Archivist shall:

STAT COMMENT: Here we go again with the centralization of decentralized authority. How can the Archivist do this if the program is decentralized as stated in paragraph c above? How can he do this if components slap special security controls on documents? How can he do this if everything we say about retention plans in earlier paragraphs applies?)

(a) Select, arrange, control, and make available for research the permanently valuable records of the Agency.

(b) Furnish staff guidance, assistance, and coordination of the Agency Archival Program. COMMENT: STAT Here we go again - to whom is this guidance and assistance going to be given? What if they don't want it? What if they don't ask for it? What Program is he going to coordinate? - see paragraph 2b above - Retention plans? - maybe. Selection? Arrangement? Repair and preservation?)

(c) Coordinate with the CIA Records Administration Officer in the review and approval of records control schedules to ensure that permanently valuable records are not inadvertently scheduled for destruction. STAT

COMMENT: The archivist and Records Administration

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Officer can coordinate with each other constantly and what will it mean if authority to establish schedules and retention plans remains with Directorates? They can mop up each other's tears of anguish, I suppose.))

- (d) Direct the activities of the Agency Archives.

STAT COMMENT: Hallelujah - he's going to "direct" something - but what? All this really says is that he is going to supervise his people.))

- (e) Maintain Agency Archival liaison with the National Archives and Records Service (NARS), General Services Administration (GSA) on archival record matters.

STAT COMMENT: Doubt that we want more than one point of official liaison with NARS.

- (f) Review the Agency Archival Programs established in the various operating offices. COMMENT: STAT

(f) and (g) are self-negating - plural programs in (f) and singular in (g). We won't have an Agency program if we have separate Directorate programs - (f) and (g) inconsistent - indeed in conflict with (2)(a) below.)

- (g) Promote the Agency Archival Program through training and publicity.

- (h) Conduct research on Archival techniques and procedures to improve and promote efficient archival management practices.

- (2) The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices. The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices shall:

STAT COMMENT: Why do we want to start a new program with all of the problems we've been struggling with in the Records Program?)

- (a) Establish, direct, and maintain for their respective jurisdictions Agency Archival Programs consisting of the elements outlined in subparagraph b above.
- (b) Maintain liaison with other offices of the Agency, as required, in the performance of their archival responsibilities.
- (c) Designate an individual who will be responsible, in coordination with the CIA Archivist, for the development and administration of the Agency Archival Program under their respective jurisdictions.